



Department Support Team
Established Position Roster Interface

October 25, 2010

Agenda

- **Introductions**
- **Objectives**
- **Legacy vs. MyCalPAYS Functionality**
- **Overview of Established Position Roster Interface**
- **Legacy to MyCalPAYS Fields**
- **Record Fields**
- **Key Departmental Interface Development Stages**



Agenda, cont.

- **Access Interface Information Package**
- **Established Position Roster Information Package**
- **Next Steps**
- **Questions?**

Objectives

- **Provide a brief overview of the Established Position Roster.**
- **Introduce the MyCalPAYS Established Position Roster interface.**
- **Discuss key interface development stages.**
- **Provide information on where to locate specific interface package.**



Legacy vs. MyCalPAYS Functionality

Legacy Functionality

Payroll

Employment History

Position Control

Leave Accounting

Benefits

Reporting



MyCalPAYS Functionality

Payroll

Personnel Administration

Organizational Management

Leave Accounting

Benefits Administration

Time Management

Reporting

Business Warehouse

Employee Self-Service

Manager Self-Service

Overview of Established Position Roster Interface



- Captures established positions on a monthly basis.
- Will show time base of position for the current month as well as any prior months in the Fiscal Year (FY) and future months in the FY.
- Will be executed upon Go-Live for Pilots 1 and 2 for those Departments and associated positions live in MyCalPAYS.
- The interface will not capture historical data prior to MyCalPAYS.



Legacy to MyCalPAYS Fields

Legacy

MyCalPAYS

**UCM / Agency Code /
Reporting Unit**



Cost Center

(e.g., Z840051150, 6240204301)

Man Month/Time Base



Position FTE

(e.g., 50, 75, 100)

Class Code



Job ID

(e.g., 00105393, last 4 characters
equal the class code)

Serial Number



Position ID

(e.g., 60001456)



Position Types

- **Position Types stored in MyCalPAYS are as follows:**
 - 01 – Permanent
 - 02 – Limited Term
 - 03 – Blanket (*Excluded from interface*)
 - 04 – Administratively Established



Record Fields

MyCalPAYS Field	Type	Length	Example	Field Description
Fiscal Year	NUM	4	2011	Current Fiscal Year, based on the run date of the interface.
Cost Center Assignment	CHAR	10	Z804051150	CHAR 1-4 = UCM Code CHAR 5-7 = Payroll Agency Code CHAR 8-10 = Reporting Unit
Described by Job ID	NUM	8	00105393 (Assoc Governmental Program Analyst)	NUM 1 = Leading zero NUM 2-3 = Salary Setting Authority NUM 4 = Character for Growth (zero) NUM 5-8 = Class Code
Position Identification Number	NUM	8	60001572	Unique identification number for a position. The position ID will be system-generated and will not include "smart numbering".
Position Type	NUM	2	01 (Permanent)	Indicates the type of position.
Position Expiration Date	DATS	8	06302011	Expiration date of Limited Term or Administratively Established positions.
July Time Base	NUM	3	100	Time Base for July of the current FY.
August Time Base	NUM	3	100	Time Base for August of the current FY.
September Time Base	NUM	3	100	Time Base for September of the current FY.
October Time Base	NUM	3	100	Time Base for October of the current FY.
November Time Base	NUM	3	100	Time Base for November of the current FY.
December Time Base	NUM	3	100	Time Base for December of the current FY.
January Time Base	NUM	3	100	Time Base for January of the current FY.
February Time Base	NUM	3	100	Time Base for February of the current FY.
March Time Base	NUM	3	100	Time Base for March of the current FY.
April Time Base	NUM	3	100	Time Base for April of the current FY.
May Time Base	NUM	3	100	Time Base for May of the current FY.
June Time Base	NUM	3	100	Time Base for June of the current FY.

Key Departmental Interface Development Stages



Assess	Plan	Build	Test	Deploy
<ul style="list-style-type: none"> • Departments perform assessment of their internal systems to determine capability to meet interface requirements. 	<ul style="list-style-type: none"> • Departments complete a plan for implementing changes to their source system, as per file requirements. • Departments commit to Interface build and test. 	<ul style="list-style-type: none"> • Departments modify source system to support file requirements, as needed. • Departments complete their internal Unit Testing to confirm their changes are working properly. 	<ul style="list-style-type: none"> • Unit testing: SCO provides Departments data extract files for Unit Testing. • Interface Testing: SCO sends low-volume test extract files to Departments. • SCO developer & specific department developer work together to establish and test system level connectivity, transmission, and load, etc. • Departments provide acceptance of testing results and confirmation of interface readiness for deployment. 	<ul style="list-style-type: none"> • SCO provides Departments production data extract files following Go-Live.

Access Interface Information Package

21st Century Website



1. From the left-hand navigation select the **Interfaces** link, then **Departmental Business Partner Interfaces**:

A screenshot of the California State Controller's Office website. The header includes the state seal, the title "Controller John Chiang", and the text "California State Controller's Office". There is a search bar, a "GO" button, and radio buttons for "California" and "This Site". A "Site Tools" section contains "-T", "+T", and a print icon. A navigation bar has links for Home, About Us, Public Services, State and Local, State Employees, Publications, and News. Below this is a blue bar with links for MyCalPAYS, CalATERS, and Personnel & Payroll Services. The main content area has a left sidebar titled "MYCALPAYS LINKS" with a list of links: MyCalPAYS Home, Career Opportunities, 21st Century Project Organization, Project Status, Blueprint, Deployment, Meetings and Presentations, Communications, Interfaces (highlighted with a red box), and Contact Us. The main content area shows a breadcrumb trail: Home >> State Employees >> MyCalPAYS >> Interfaces. Below the breadcrumb is the heading "Interfaces" and a paragraph explaining the purpose of the interface files. At the bottom, there are two links: "Departmental Business Partner Interfaces" (highlighted with a red box) and "External Business Partner Interfaces".

Outbound Interface Details

21st Century Website



2. Now select **Outbound Interfaces from MyCalPAYS:**

The screenshot shows the website of the California State Controller's Office, specifically the MyCalPAYS section. The header includes the state seal, the controller's name "John Chiang", and navigation links. A search bar and site tools are in the top right. The main content area is titled "Departmental Business Partner Interfaces" and contains instructions on how to use the MyCalPAYS system. A red box highlights the link "Outbound Interfaces from MyCalPAYS".

Controller **John Chiang**
California State Controller's Office

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Home » [State Employees](#) » [MyCalPAYS](#) » [Interfaces](#) » Departmental Business Partner Interfaces

Departmental Business Partner Interfaces

To learn about new or updated inbound interfaces, select the [Inbound Interfaces to MyCalPAYS](#) link. To learn about new or changed outbound interfaces, select the [Outbound Interfaces from MyCalPAYS](#) link. Information on the inbound and outbound pages has been organized by MyCalPAYS modules. We only provide information on new or changed interface files on these pages. To access a complete list of MyCalPAYS inbound interface files, [click here](#). To access a complete list of MyCalPAYS outbound interface files, [click here](#).

» [Inbound Interfaces to MyCalPAYS](#)

» [Outbound Interfaces from MyCalPAYS](#)

Contact Us

If you need assistance or have questions concerning the interfaces, please submit your questions to the deployment@sco.ca.gov mailbox.

Organizational Management Interfaces

21st Century Website



3. Identify, by module, the interface/interfaces to review. Choose **Organizational Management**. You can then review detailed Established Position Roster Outbound Interface Information.

The screenshot shows the California State Controller's Office website. The header includes the state seal, the Controller's name "John Chiang", and navigation links. A search bar and site tools are on the right. The main navigation bar includes links like "Home", "About Us", "Public Services", "State and Local", "State Employees", "Publications", and "News". Below this is a blue bar with "MyCalPAYS", "CalATERS", and "Personnel & Payroll Services".

The left sidebar contains a "MYCALPAYS LINKS" menu with items like "MyCalPAYS Home", "Career Opportunities", "21st Century Project Organization", "Project Status", "Blueprint", "Deployment", "Meetings and Presentations", "Communications", "Interfaces", and "Contact Us".

The main content area shows a breadcrumb trail: "Home -> State Employees -> MyCalPAYS -> Interfaces -> Departmental Business Partner Interfaces -> Outbound Interfaces from MyCalPAYS". The title is "Outbound Interfaces from MyCalPAYS". Below the title, it says "Select the module below for detailed information regarding new or changed outbound interface files." A red box highlights the link "Organizational Management". Other links include "Personnel Administration", "Benefit Administration", "Time Management", and "Payroll Administration".

At the bottom, there is a "Contact Us" section with the text: "If you need assistance or have questions concerning the interfaces, please submit your questions to the deployment@sco.ca.gov mailbox."

Established Position Roster Information Package



Below is the content of the package:

- **Introduction**
- **General Information**
- **Technical Information**
- **Record Format**
- **File Definitions**
- **Legacy vs. MyCalPAYS Fields**
- **Field Validations**



Next Steps

- **Participate in DST Meetings with MyCalPAYS.**
- **Please send your interface related questions and concerns to SCO via the Deployment Mailbox – deployment@sco.ca.gov**
- **SCO's outbound interface testing will commence in March, 2011.**

Questions

